



**DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES**

**Paralegal Specialist, GS-0950-09 (One Position)
Intermittent Employment of 120 Days Not to Exceed 1 Year**

**This announcement is a solicitation for applications from all sources.
No prior civil service is required.**

**VACANCY ANNOUNCEMENT NUMBER
2004-107VCJ**

The Office of Human Resources will be accepting applications for the position identified above from April 23, 2004, through May 21, 2004. All applications must be received by May 21, 2004.

An intermittent position (No more than 120 days) is available for a Paralegal Specialist in the Office of Legal Counsel of the **Community Development Financial Institutions (CDFI) Fund**. The Fund is charged with promoting economic revitalization and community development primary through tax credit allocation, investment in and assistance to CDFIs and other community development entities, and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides tax credit allocations, grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance.

The incumbent serves as Paralegal Specialist on the staff of the Office of Legal Counsel of the Fund. The incumbent is responsible for providing paralegal research and assistance to Office attorneys. He/she also assists the CDFI Fund's Office of Legal Counsel in handling all aspects of the preparation of responses to Freedom of Information Act (FOIA) requests including, among other activities, review of files, preparation of FOIA-related correspondence, preparation of material that is responsive to FOIA requests, and related legal research. The incumbent will also participate in other legal matters and issues involving the Fund, community development and the financial services industry. The incumbent will perform work on an as needed basis for a period of one year.

The Fund is located in the heart of downtown Washington, D.C. at 601 13th Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.

A copy of this vacancy announcement is also available through OPM's web site at www.usajobs.opm.gov or Treasury's web site at <http://intranet.treas.gov/sites/tvas>. Questions regarding this position may be answered by Jeffrey Berg at (202) 622-8530 or Vera Jones at (202) 622-1104.

You may email your application to vera.jones@do.treas.gov or you may fax your application to (202) 622-0161.

BENEFITS:

- ~ Salary \$20.04 - \$26.05 Per Hour (A total of 960 hours per year)
- ~ Valuable Work Experience

**APPLICATION
PROCEDURES:**

- ~ In order to assist you in preparing your application package, instructions and checklist are included with this announcement.

QUALIFICATION

- ~ Must have knowledge of the Freedom of Information Act, proficiency in the use of Microsoft Word or similar word processing software, and proficiency in legal research.

- ~ LL. B., J.D., or higher law degree from a recognized law school may be substituted as fully qualifying for the GS-9 level.
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Employment of People with Disabilities: The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Veterans Employment Act of 1998: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Specialized Experience: Specialized experience is experience which provided the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position specialized experience includes transactional, legal experience in the field of economic/community development and knowledge of statutes and regulations governing financial institutions.

Basis for Rating: Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

Rating Factors:

1. Knowledge of the Freedom of Information Act.
2. Demonstrated ability in legal research.
3. Oral and written communications skills, including the ability to present analytical findings orally and in writing.
4. Ability to work independently, to function in a team, to work cooperatively with others, and to achieve expectations in a time sensitive environment.

Application Procedures: In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. Application packages may be mailed to: Department of the Treasury, Office of Human Resources, 1500 Pennsylvania Avenue, NW, RM 5204, Washington, DC 20220; or faxed to (202) 622-0161; or email to vera.jones@do.treas.gov. Since applications received under this announcement will not be returned, candidates should not submit any original documents.

Time-in-Grade: Status applicants applying under merit promotion procedures must meet time-in-grade requirements outlined in 5 C.F.R., Part 300, Subpart F, i.e. at least 52 weeks at the next lower grade.

Note for CTAP/ICTAP Eligibles: Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. To be determined “well-qualified,” a candidate must be able to demonstrate that he/she has had experience providing (detail the specific duties/experience the candidate must have had. This should be attached to checklist). Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority; i.e., a copy of the certification/displacement letter, along with all other items listed in the “Application Procedure” section of this announcement.

Please Note: In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201, applications mailed in a Federal agency postage-paid envelope (penalty mail) will not be considered. Applications will be accepted from facsimile machines.

Non-critical Sensitive - This position has been designated non-critical sensitive. The individual selected for this position will be subject to the necessary security investigation. Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NO AFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.

APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

JOB INFORMATION

- ☐ *Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- ☐ Announcement Number
- ☐ Title and grade of the position applying for.
- ☐ Identify the lowest pay or grade level you will accept. *(You will not be considered for jobs which pay less than you indicate.)*
- ☐ *Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." *(Status applicants only.)*

PERSONAL INFORMATION

- ☐ First, last & middle name
- ☐ Mailing address *(with ZIP Code)*
- ☐ Social Security Number
- ☐ Day and Evening Phone Numbers *(with area code)*
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

WORK EXPERIENCE

- ☐ Describe specific duties & responsibilities.
- ☐ Include paid and volunteer work experience. *(Include title, grade & series if applicable)*
- ☐ Performance Appraisal
- ☐ Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- ☐ Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- ☐ Job-related qualifications must be described
- ☐ Job-related certificates & licenses *(current only)*
- ☐ Job-related training courses *(title and year)*
- ☐ Rating factors identified on the previous page. *(Factors may be addressed on bond paper.)*

INFORMATION FOR VETERANS

- ☐ DD Form 214
- ☐ Proof of veterans' preference if applicable.

PERSONS WITH DISABILITIES

- ☐ Letter of eligibility from the appropriate State Department Rehabilitation Service. *(This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.)*

EDUCATION

- ☐ High School, address & zip code
- ☐ Date of diploma or GED.
- ☐ Colleges & Universities, address & zip code
- ☐ Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours)
- ☐ *College transcripts. *(If applicable)*